

# Indiana Department of Education

*Division of Professional Standards*

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Dr. Suellen Reed, Superintendent  
Room 229, State House • Indianapolis, IN 46204-2798 • 317-232-9010



## MEMORANDUM

To: Dr. Suellen Reed, State Superintendent  
Members, Advisory Board of the Division of Profession Standards

From: Shawn Sriver, Director, Division of Professional Standards

Date: December 13, 2006

RE: Recommendation on Portfolio Assessment

The Beginning Teacher Assessment Committee (BTAC) has examined the impact of the IMAP portfolio process after its several years of implementation and has discussed ways that the process may be further streamlined to benefit the beginning teacher, without losing the effect of the learning inherent opportunity. In an effort to make the IMAP portfolio process more streamlined and effective, we are recommending both a short-term and long-term solution.

### **Short-term Plan (for 2006-2007)**

- Encourage early submission of the portfolio and allow persons to submit portfolio when ready, with May 1<sup>st</sup> as the deadline
- Establish mini-scoring session to reduce number of portfolios to be scored in June by scheduling dates in April and May where the Assistant Director of Assessment, Induction and Continuing Education and a master scorer will work at Educational Service Centers to score portfolios early
- Pass/Fail evaluation for 2006-2007 portfolios, using completion standard, to reduce the time it takes to score portfolio. This would be a pilot, using the current 4-point rubric and to be evaluated at the end of the scoring process.

### **Long-term Plan (for 2007-2008)**

- Streamline the portfolio process with the goal of becoming more manageable and less overwhelming for new teachers in the following ways:
  - a. Require each portfolio content area to cut the new teacher work requirements in half (e.g., Elementary Education could require a total of 5 literacy and numeric lessons instead of 5 of each);
  - b. Provide increased support for new teachers through clearer guidelines, content-specific samples, and published rubrics;
  - c. Provide more detailed feedback after assessment; and
  - d. Overhaul the scoring process to allow for earlier and more frequent scoring intervals soliciting increased participation from educational leaders and the higher education community.
- Initiate an electronic portfolio format.

The plan would call for the short-term plan to begin immediately. The long-term plan would apply for beginning teachers who submit their portfolio in the 2007-2008 school year. The new plan would be communicated to school districts and higher education institutions in the spring of 2007.

**Beginning Teacher Assessment Committee Recommendation:**

The beginning teacher assessment committee recommends approval of the short-term plan for 2006-2007 and approval of the long-term plan for beginning teachers who submit their portfolio in 2007-2008.

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